



**DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN**

TRAVEL BULLETIN: # 22-01

EFFECTIVE DATE: April 4, 2022

EXPIRATION DATE: April 4, 2023

SUBJECT: Travel Management Services (TMS) Provider Contract Extension and Amendment

PURPOSE: Notification of the TMS Provider Contract Extension

REFERENCE: Agreement No. 5149904-001; Travel Bulletin 18-02

Purpose This Travel Bulletin announces the extension of the Department of General Services (DGS) Travel Management Services (TMS) Provider contract with TravelStore, Inc.

Contract Term The term of this extension is April 4, 2022, through April 4, 2023.

Contract Overview & Information

The TMS Provider contract offers a full-service travel agency, CalTravelStore, with the convenience of an online booking tool, Concur, which is personalized to meet the business travel needs of all government travelers.

Making Business Travel Arrangements

DGS [Management Memo 14-03](#) requires all state agencies to make their business travel arrangements (airfare, hotel, commercial car rental and rail) through the DGS Statewide Travel Program. The TMS Provider may not be used for any personal (non-official business) arrangements or reservations.

Concur is available 24/7 and is the primary means for booking all business travel. For agent-assisted reservations, please call CalTravelStore at (877) 454-8785. CalTravelStore is available from 8 a.m. to 5 p.m., Monday through Friday. After-hours services are available outside of normal business hours to address urgent travel emergencies.

Additional Resources

DGS Statewide Travel Program:
<http://www.dgs.ca.gov/OFAM/Travel>

Concur Training Videos and User Guides:
<https://www.dgs.ca.gov/OFAM/Travel/Resources>

CalTravelStore:
<http://www.caltravelstore.com>

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DGS Statewide Travel Program Contact

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